

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
MEETING MINUTES**

December 15, 2011

1. CALL TO ORDER

Chair Johnson called the meeting to order at 12:02 p.m. at Department of Rehabilitation, 721 Capitol Mall, Room 169, Sacramento, California 95814.

The off-site meeting location for teleconference was DSA Los Angeles Regional Office, 700 North Alameda Street, 5th Floor, Los Angeles, California 90014.

ROLL CALL

Secretary Jemmott called the roll.

<u>Commissioners Present:</u>	Margaret Johnson, Chair Rocky Burks
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<u>Commissioners Present Via Videoconference – Los Angeles</u>	Richard Luehrs Lillibeth Navarro
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As Commissioner Navarro was not speaking from a noticed location, a quorum was not achieved.

2. APPROVAL OF MEETING MINUTES (JULY 7, AND NOVEMBER 17, 2011) – ACTION (*Postponed for lack of quorum*)

Chair Johnson noted that the November 17 Minutes were not yet available for review.

**3. COMMENTS FROM THE PUBLIC ON ISSUES NOT ON THIS AGENDA:
The Executive Committee will receive comments from the public at this time on matters not on the agenda. Matters raised at this time may be briefly discussed by the Executive Committee and/or placed on a subsequent agenda.**

There were no comments from the public.

4. GENERAL BUSINESS ITEMS:

a. Conflict of Interest

Executive Director Vitale gave an update on the Commission's Conflict of Interest policy. He stated that the Conflict of Interest draft had been posted for the 45-day comment period by the Fair Political Practices Commission (FPPC).

The CCDA has filed an additional support draft, constituting an additional 45-day comment period that partially overlaps the FPPC 45-day comment period. The CCDA has adopted the FPPC format, with acceptance of their responsibilities and

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requirements. The CCDA draft identifies the people involved with the CCDA and the duties and responsibilities of the Commission, in order to come up with a final approved document that will become regulatory for the CCDA.

Secretary Jemmott has submitted the draft document to the Office of Administrative Law for their initial approval; they have notified her of a needed change. After the change is made, the draft will be available to the Commissioners.

Chair Johnson stated that the Commissioners had done a major review of the document in the past. She requested that all Commissioners review the draft sent out for the 45-day period.

Chair Johnson requested for Executive Director Vitale to put a link on the CCDA website to the draft document on the FPPC website. The Commissioners would be able to use this link for their own review.

5. FINANCES/FUTURE FUNDING

Secretary Jemmott stated that in response to the discussion at the last Executive Committee meeting, staff has expanded the categories in the budget report in order to provide more detail on the monthly to-date expenditures.

Secretary Jemmott had provided the Commissioners with a report separated by categories of personnel services (which includes benefits and wages of the three staff members) and operational expenses. She noted that the operational budget category was pre-selected.

Secretary Jemmott explained that the fixed costs include facility operations, contracts (Human Resources and IT). Fixed costs for the monthly CCDA meetings need to be projected out at this point.

Executive Director Vitale noted that he had directed Secretary Jemmott to add clarifications to each of the line items, indicating which are fixed throughout the course of the year and which are variable.

6. LEGISLATIVE AND REGULATORY DEVELOPMENTS AND ITEMS OF GENERAL INTEREST

a. Special meetings under Bagley-Keene Act

Executive Director Vitale stated that at the last meeting, the Executive Committee had discussed the subject of special meetings and concluded that they could not be held unless there was a very specific, justifiable reason that was voted upon by the Executive Committee. The subject of special meetings is documented in the Commissioner booklets and the State website.

7. REPORT FROM CCDA COMMITTEE ACTIVITIES

a. Committee Reports

- Commissioner Luehrs reported no action for the Checklist Committee since the last meeting.

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- Commissioner Burks stated that a meeting of the CASp and Education Committee was scheduled for December 20. He noted that Mr. Steve Dolim has received his letter of support from CCAIA, indicating that they would like him to continue representing them. Mr. Dolim is a CASI member as well. With the concurrence of the Chair, Commissioner Burks would like to appoint him to the committee.
- The Accessibility Enhancement Committee, chaired by Commissioner Navarro, has a meeting scheduled.
- The Access Enhancement Committee, chaired by Commissioner Dean, does not have a meeting scheduled as yet.

Chair Johnson suggested for staff to send a reminder to Committee Chairs the week before the meeting, requesting them to provide Chair Johnson with a brief report containing meeting date, attendees, action taken, and major points of discussion. This way they can obtain some guidance before the full Commission meets.

8. FUTURE AGENDA ITEMS: The Executive Committee may discuss and set for action on future agendas, procedural and substantive items relating to state buildings regulatory programs, Commission policy, and administrative matters.

Chair Johnson had asked for staff to look through past committee meeting minutes in order to develop a list of future agenda items identified in those meetings. She will then peruse the list and add some of the items to committee meetings to let people know what had happened regarding the items.

Secretary Jemmott relayed that one point that stood out from previous meetings was that Commissioner Dean had served as Interim Chair, and was not clear on whether a vote needed to be taken to make him the new Chair.

9. ADJOURNMENT

Commissioner Luehrs noted that the next meeting is scheduled for January 19. Chair Johnson remarked that the full Commission meeting is January 23 in Sacramento, and that Commissioners will need to attend in person – there will be no teleconference line available.

Chair Johnson adjourned the meeting at 1:08 p.m.